

Memorandum of Understanding
Between
Alabama A&M University, Huntsville, AL

&

**Lawson State Community College,
Birmingham, AL**

Concerning the

**Offering of Degree Completion Programs
on the Lawson State Community College
Campus**

March 2015



I. Introduction

This Memorandum of Understanding constitutes an agreement between the Alabama A&M University, Huntsville, AL., and Lawson State Community College Birmingham, AL., for an off-site Satellite Degree Completion offering the third and fourth year of instruction leading to baccalaureate degrees in each of the following areas: Computer Science, Social Work, Management, and the Master's Degree Programs in Social Work, and Business Administration, to be offered by Alabama A&M on the Lawson Campus. Alabama A&M University will be responsible for administration of the program. Each institution shall designate a Liaison Officer who will work in partnership to carry out the activities described in this Memorandum of Understanding.

II. (2) Scope of Authority. Except as otherwise expressly and specifically provided in this Agreement, neither party shall have any authority to act for, or to assume any obligation or responsibility on behalf of, the other party.

III. (3) Limitations. Nothing in this Agreement shall be deemed to restrict in any way the freedom of either party to conduct any other business or activity whatsoever without requiring any accountability to the other party. Specifically, the parties acknowledge that the Lawson State Community College and the Alabama A & M University shall continue, separately, other degree programs. Such other programs shall remain independent, unless otherwise restricted by a subsequent written agreement signed by the parties.

IV. (4) Term. This Agreement is effective for four years, beginning January 2016, after which it will be re-evaluated by both parties for either renewal, amendment or termination. Both parties have the right to terminate this Agreement at any time during its duration by providing six months advanced written notice. Notwithstanding the foregoing, in case of termination as above provided, Alabama A & M University and Lawson State Community College shall continue its obligation to those students already enrolled, until those students have completed their training. Tuition costs are subject to annual adjustment, as determined by Alabama A & M University.

V. (5) Non-Competitive Clause. Alabama A&M University will offer no courses or programs currently offered by Lawson State Community College. Further, all former students of LSCC

who enroll in AAMU courses offered on the campus of LSCC must hold an Associate's Degree or its equivalent.

The offering of degree programs on the Lawson Campus will be carried out in three phases:

VI. **Phase 1:** Computer Science (BS), Management (BS), Social Work (BS), (*beginning in Spring 2016*).

Phase 2: MBA and Social Work (MS), (*beginning Spring 2016*).

Eligibility: Graduates of Lawson State Community College's Associates of Arts Degree Program are eligible for admission to the baccalaureate programs listed above upon meeting all specific degree prerequisites (i.e. GPA requirements, testing, and curriculum). Students seeking admission to one of these programs must make application to AAMU by June 1st and December 1st annually. Students seeking admission to a graduate program must hold a baccalaureate degree and meet the admissions requirements published in the Graduate Catalog of Alabama A&M University in effect at the time of admission.

There must be a **minimum enrollment of 10 students** for startup of each program; there must also be a **minimum enrollment of 8 students** for a class to be offered in any given semester.

VII. **Course Delivery**

Most classes will be offered in a traditional format on the Lawson State Community College campus. In cases where class enrollment is less than 8 students, Alabama A&M University reserves the right to offer the course via distance education or alternate means. Traditional class will meet in three hour blocks once each week or alternate times as announced. Hybrid courses will meet face-to-face twice a month and online for other weeks.

VIII. Lawson State Community College will provide the following:

1. Class Room space

- i Most classes will be scheduled in the evening or at alternate times so as not to conflict with classroom use by Lawson State Community College. Faculty teaching the course will be responsible for the classroom during class time.
 - A general area that adjunct instructors can use as an office space.
 - An office space for the use of the Alabama A&M University site director.
- ii. Classrooms will not be available during times that Lawson State Community College is closed.

2. Classroom Technology Access

Lawson State Community College will be responsible for providing up-to-date computer resources in the College's technology labs and other technologies needed to provide classroom instruction. Alabama A&M University agrees to compensate Lawson State Community College at the rate of **\$6000.00** annually to provide students enrolled in the program, and faculty, access to technology labs and other technologies needed to provide classroom instruction, and to compensate the LSCC Liaison Officer.

3. Adjunct Faculty

Lawson State Community College faculty may have the opportunity to teach in the program under the employment of Alabama A&M University. Instruction by Lawson State Community College faculty will be in addition to their duties at Lawson and is subject to approval of the Divisional Dean and Vice President for Instruction Services.

4. Lawson State Community College Liaison Officer

Lawson State Community College will designate an on-campus Liaison Officer who will work in close partnership with the A&M University designated Liaison Officer for the smooth functioning of the program. Alabama A&M University is responsible for compensating the LSCC Liaison Officer. Such compensation will be included in item 2.

IX. Alabama A & M will provide the following:

1. Liaison Officer

Alabama A&M University will designate a Liaison Officer who will develop and coordinate the satellite program agreed upon. This officer will work in close partnership with Lawson State Community College's designated liaison officer. Through these officers, each party will work to identify the resources needed to carry out the activities described in this Memorandum of Understanding. At least one month prior to the start of each term, Alabama A&M will provide Lawson State Community College's Liaison Officer with specific information related to delivery methods and specific dates and times that classes will meet on the Lawson State Community College Campus.

2. Curriculum

3. SACSCOC Accreditation

4. Library resources

Alabama A&M University will provide web-based as well as print material to support each degree program. The Alabama A&M University librarian in conjunction with the Lawson State Community College librarian will determine what items are needed to support each degree program.

5. Faculty

6. Platform for Distance Learning and Technical Assistance

7. Photocopying and printing expenses

8. Laptop for classroom teaching and equipment access.

X. Administrative Issues

As students of Alabama A&M University (and enrolled in the satellite site at Lawson State Community College), A&M will assume full responsibility for student admission, liability insurance (see item IX), health coverage (see item IX.), library privileges,

financial aid, and all other related responsibilities. Alabama A&M University students will adhere to Lawson State Community College's code of policies and related procedures including dress code, during weekdays and regular class times.

XI. Program Autonomy

Alabama A&M University will be responsible for administration of the satellite program including curriculum structure, program delivery, and student retention.

XII. Recruitment and Retention

Alabama A&M University will be responsible for recruiting students for this 2+2 program.

XIII. Enrollment Projections

Enrollment Projections for Lawson State University by Degree Program

Degree Program	Semester 1 Spring 2016	Semester 2 Fall 2016	Total 2016-2017	Semester 4 Fall 2017	Semester 4 Spring 2018	Total 2017-2018
Management	14	16	30	15	18	33
Computer Science	4	4	8	5	4	9
Social Work (BSW)	12	14	26	14	14	28
Social Work (MSW)				8	7	15
MBA				11	9	20
Total A&M at Lawson	30	34	64	53	52	105

Alabama A & M University

Lawson State Community College

Authorized Agent

Authorized Agent

Date

Date

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